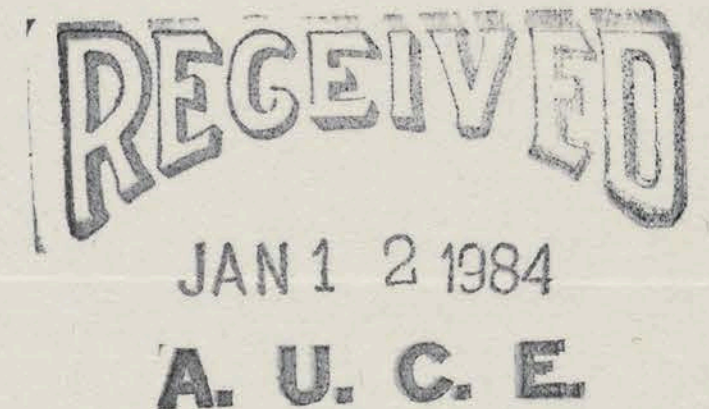


G.S.A.B. SAFETY, SECURITY AND FIRE PREVENTION COMMITTEE

Minutes of the Meeting held at 10:30 a.m. December 16, 1983, in the Benefit Programmes Conference Room.

Present: Mr. Russ Bradley, Canada Post  
 Mr. Paul Bullen, Finance Department  
 Mr. John Connell, Registrar's Office (Chair)  
 Ms. Jill Darling, Accounts Payable  
 Mr. Sam Lappin, Campus Mail  
 Ms. Dianne Lawrance, Registrar's Office  
 Ms. Estelle Lebitschnig, Finance Department  
 Ms. Shirley MacPhail, Adcon Centre, Bank of Montreal  
 Ms. Shirley Magnusson, Awards Office  
 Ms. Sharon Newman, Registrar's Office  
 Ms. Elaine Poirier, Data Processing

Minutes of the Previous Meeting

1. It was decided to carry over the discussion of the Minutes of the Meeting of November 24, 1983, until the next meeting as the present meeting is to deal solely with the G.S.A.B. Fire Safety Plan.

G.S.A.B. Fire Safety Plan - General

2. The Chairman passed out the revised Floor Wardens List, Annex 'A' to the plan.
3. The Plan is based on the Fire Safety Plan for The University of British Columbia and the University Endowment Lands (U.E.L.), issued by the Fire Prevention Office of the U.E.L. Fire Department.
4. The Chairman will shortly distribute copies of the plan to Department Heads and Supervisors.

G.S.A.B. Fire Safety Plan - Discussion

5. Sub-paragraph 5 a(7). It was decided that if a hazard exists which for some reason cannot be reported to the Fire Safety Director it should be reported to the Fire Department using the non-emergency number.
6. New employees should be made aware of the locations of fire exits, alarms and fire fighting equipment. They should also be given a copy of Annex 'B' to the Fire Safety Plan.

G.S.A.B. Fire Safety Plan - Discussion (continued)

7. Concern was expressed about checking washrooms and the elevator in the event of a fire alarm. It was agreed that the Floor Wardens in Finance, Graduate Studies and Campus Mail should be responsible for checking the washrooms on their floor. The Floor Warden in Admissions will check the elevator.

8. Sub-paragraph 6(a). It was considered that no one predesignated area is desirable. Each Department should assemble outside in the most convenient place, determined by the exit used, clear of the building.

9. Security. Security of different areas is the responsibility of the Department Head of the area concerned.

Other Business

10. Shirley Magnusson reported that one of the buttons on the elevator was sticking and the doors would not work properly.

Next Meeting

11. The next meeting will be held on January 12, 1984, at 10:30 a.m. in the Benefits Conference Room.

Adjournment

12. The meeting adjourned at 11:32 a.m.

*Sharon Newman*  
Secretary

*Tom Lunnell*  
Chairman